



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.dca.ca.gov/bsis



APPLICATION FOR LOCKSMITH EMPLOYEE REGISTRATION
ALL FEES ARE NON-REFUNDABLE

IMPORTANT INSTRUCTIONS:

Read all instructions contained in this application including information on reverse side of this page.

TO EXPEDITE YOUR APPLICATION, FOLLOW THE STEPS BELOW.

- 1. Complete a Locksmith Employee Live Scan form...
2. With three copies of the completed Locksmith Employee Live Scan form...
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee, \$24.00 FBI Fingerprint Processing Fee. TOTAL: \$56.00

In addition, you must pay the Live Scan Operator the Live Scan site processing fee. The fee is set by each Live Scan site and may vary. The Bureau does not set the fee.

- 4. Submit the following to the Bureau:
(a) The completed Locksmith Employee Registration.
(b) The second copy of the Locksmith Employee Live Scan form...
(c) A check or money order for: \$20.00 Initial Locksmith Employee Registration Fee. TOTAL: \$20.00

PLEASE PRINT OR TYPE

Form with fields for: 1. Name (Last, First, Middle), 2. Social Security Number, 3. Date of Birth (Month, Day, Year), 4. Home Address (Number and Street or Post Office Box Number, City, State, Zip), 5. Home Telephone (Area Code, Telephone Number), 6. Employer Work Telephone (Area Code, Telephone Number), 7. Employer Name, 8. Employer License Number (Number, Expiration Date), 9. Employer Work Address (Number and Street or Post Office Box Number, City, State, Zip), 10. Have you ever been convicted of any crime... YES NO, 11. Have you ever been registered as a locksmith employee? NO YES, enter license #: _____, 12. I DECLARE UNDER PENALTY OF PERJURY...

INFORMATION ABOUT APPLICATION

LOCKSMITH EMPLOYEE REGISTRATION

Every person employed by a licensed locksmith company to provide services must have a temporary registration or a registration issued by the Bureau of Security and Investigative Services (BSIS).

IF YOU HAVE BEEN CONVICTED OF A CRIME, A TEMPORARY REGISTRATION CANNOT BE ISSUED TO YOU AND YOU CANNOT BE ASSIGNED TO WORK UNTIL YOU RECEIVE A REGISTRATION FROM THE BUREAU. (Business and Professions Code Section 6980.42 (c))

Be sure to answer **all** questions completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the registration.

A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of a locksmith company employee. However, the Bureau will consider evidence of rehabilitation.

Upon completion of the application, remove the temporary registration (pink copy) and keep it on your person as evidence that you have submitted an application for a locksmith employee. You **CANNOT** be issued a temporary registration if you have been convicted of a crime (see above). This temporary registration expires 120 days from the date signed unless extended by the Director of the Department of Consumer Affairs.

NOTICE TO EMPLOYER: DO NOT ISSUE ANOTHER TEMPORARY REGISTRATION IF THIS HAS EXPIRED.

Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies, unless the records are exempt by section 1798.40 of the Civil Code.

LIVE SCAN FINGERPRINTING

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses.

Live Scan is easy to use. Simply go to the nearest Live Scan station to have your fingerprints submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$24 FBI fingerprint processing fee, as well as the Live Scan site fee. If you are applying for a firearm permit, you may be required to pay the \$28 DOJ Firearms Eligibility Application (FEA) processing fee at the site.

NOTE: The fee set by each Live Scan site varies. The Bureau does not set the price.

LIVE SCAN SITES AND FORMS

You may visit the Bureau's web site at "www.dca.ca.gov/bsis" to link to the Live Scan sites and/or Live Scan form. You may also call the Bureau at 916-322-4000 to request a form and/or a referral to a Live Scan site in your area.